

Code of Conduct

for

ForumCiv's employees, trainees, board
members, and consultants

Decided by: The Secretary General

Revised: 2022 – 06 -14

Period of validity: Until further notice

Authorised by: Head of HR

Introduction

If we are to be successful in our efforts to bring about a just and sustainable world in which all people are empowered to effect change, our reputation must be sound and public confidence in ForumCiv high. It is therefore imperative that we who work at ForumCiv continue to protect and strengthen both these aspects of our image. Our values of professionalism, respect and openness and this Code of Conduct ensure that we set the standards for other organisations and inspire confidence in the most effective way possible.

Scope and application

This code applies to all ForumCiv employees, trainees, board members, consultants, and temporary staff (herein under referred collectively as “employees”).

As part of their introduction to ForumCiv, all employees must review the Code of Conduct and then sign the declaration of acceptance. We expect all employees to understand, respect, and comply with its content. ForumCiv managers have a particular responsibility for ensuring that all employees are familiar with the Code of Conduct and its meaning, and for taking the necessary actions when it is violated. We are all obliged to remind each other of the details and spirit of the code and to notify our manager of observed violations and/or report them through the whistle-blowing channel. In this unlikely event that someone fails to comply with the code, ForumCiv reserves the right to take disciplinary and/or legal action.

The Code of conduct covers situations in which ForumCiv employees are either on assignment abroad or working at their regular office. When abroad, an employee must bear in mind that she/he represents ForumCiv and must therefore be sure to comply strictly with the code, even when off-duty.

The Code of Conduct is to be regarded as a minimum standard and is based on guidelines developed by the Network for Ethical Rules and Codes of Conduct. Swedish law forms the basis for much of the content of the code, but in countries where national law is stricter than the Swedish law, the national law must be followed by all employees working in or visiting the country in question. (If the Code of Conduct is stricter than the national law of the country, it is the code the must be followed.)

Abuse of power

When working for ForumCiv, whose mission includes channeling aid money and cooperating with organisations in different countries, you will be in contact with many people who are, or perceive themselves to be, in a position of dependence upon you. In such cases, you must never abuse your position of power or use your position to give privileges to a person who would normally not have them. You must not create the impression, through your general conduct or in dealings with others, that you are demanding or expecting services or benefits. Sexual relations with persons who are or may be viewed as dependent on you are clearly inappropriate and must be avoided.

Discrimination

ForumCiv's believes that all people are of equal value and that differences must be respected and embraced. Our equal treatment policy expresses a zero-tolerance for discrimination. The right to equal treatment and to protection from discrimination is a human right, which makes it important for all of us to challenge and break patterns that can be perceived as discriminatory. All people with whom we work should feel welcome and respected regardless of sex, gender identity or expression, sexual orientation, ethnicity, religious or political affiliation, age or disability.

Corruption

ForumCiv's anti-corruption policy expresses our zero-tolerance of corruption. In many countries bribes are frequently used to speed up official procedures, such as when passing through customs or having a matter dealt with by the authorities. As an employee of ForumCiv, you may not engage in any form of corruption, which includes but is not limited to the giving or receiving of bribes, either in the form of money or as other benefits designed to give you an advantage over others. By consistently behaving in a manner that demonstrates an opposition to corruption, you help strengthen the advocates of a society governed by the rule of law. All employees of ForumCiv must respond to suspected irregularities in their project or activity by contacting their direct manager and/or reporting the matter through the whistle-blowing system.

Organised crime

As a ForumCiv employee, you must do your utmost to avoid all forms of contact with organised crime. This means everything from buying cheap capital goods on the black market to the indirect support of human trafficking. Remember that human trafficking is not only for the purposes of sexual exploitation, but also exists in all kinds of services.

Purchasing sexual services

The purchase of sexual services is strictly forbidden to employees of ForumCiv, regardless if it is legal in a certain country or not. This does not only include "cash purchases" of sexual services from sex workers, but also to payment of bills or rent, purchase of clothes or food, etc., in exchange for sexual favors. Visits to brothels, porn shops, strip clubs or similar establishments are not permitted.

Sexual abuse and harassment

All forms of sexual contact with children are prohibited, regardless of what is considered in the national law of the country or culturally accepted in a particular location. And, you must not subject anybody with whom you come into contact to sexual harassment. ForumCiv defines sexual harassment as unsolicited behavior based upon sex or gender, or other unsolicited behavior of a sexual nature that offends or violates the integrity of the employee in her/his work.

Pornography

Your workplace is to be kept free from all forms of pornographic material. Equipment (e.g., phones and computers) provided by ForumCiv must not be used for viewing or distributing pornographic material.



Alcohol and drugs

ForumCiv's alcohol policy states the ways in which alcohol is a hindrance to development. We would like all employees of ForumCiv to adopt a responsible attitude towards drinking. When on duty, the consumption of alcohol is permitted only in exceptional cases such as official dinners and the like, at which times it is especially important to restrict your drinking to the bare minimum. When working abroad, you must bear in mind that you represent ForumCiv and must therefore only drink in moderation (if at all), even when off duty.

Driving a vehicle after drinking any amount of alcohol is strictly prohibited, even if the local laws of the country states something different. As a passenger you must always react if you suspect the driver to be under the influence of alcohol or any other drug.

All dealings with substances classified as narcotics are prohibited unless they are prescription drugs for personal use. (If you are unsure what substances are classified as narcotics in a country you are due to visit, you should seek the relevant information before you leave.)

Signature of employee

I have read and agree to comply with the Code of Conduct during my term of employment with ForumCiv. I understand that violations of the Code of Conduct may lead to disciplinary and/or legal actions being taken against me.